

GENERAL PROVISIONS.

Authorization

This Personnel Manual (referred to hereafter as the "Policies") is adopted pursuant to the authority granted by Article LXXXIX of the Constitution of the Commonwealth of Massachusetts, General Law, Chapter 41, section 108A & 108C. and the Tisbury Personnel Bylaw (voted November 24, 1987 and amended April 1994, & April 1997 & April 2002).

If any provision or application of these policies is determined to be invalid under state or federal law, such determination shall not be construed to affect the validity of any other application or provision of these Policies.

Purpose

The purpose of the Personnel Policies is to establish a fair and efficient system of personnel administration for all Town employees covered by these Policies.

Application

All town departments and positions shall be subject to the provisions of these Policies, unless otherwise covered under collective bargaining agreements.

The positions of Town Administrator, Town Accountant, Administrative Assistant to the Board of Selectmen, Police Chief, and Fire Chief may be established by an employment contract pursuant to MGL, C.41, sections 108N & 108O and "shall prevail over any conflicting provisions of any local personnel bylaw, ordinance, rule or regulation."

The Personnel Board shall settle all questions of doubt, grievance, or appeal or dispute relative to interpretation of these Policies.

Words imparting the singular number may extend and be applied to several persons; words imparting the masculine gender shall include the feminine gender.

Personnel Board

The Personnel Policies shall be the responsibility of the Personnel Board in accordance with the Personnel Bylaw and administered by the Personnel Director.

Definitions

The following definitions shall apply:

- (a) "town" shall mean the Town of Tisbury.
- (b) "employee" shall mean an employee of the town occupying a position covered by these policies.
- (c) "full-time employee" shall mean an employee working twenty (20) or more hours per week for fifty two (52) consecutive weeks minus authorized leaves provided for in these Policies. An employee working more than one part-time job whose hours total twenty (20) or more per week shall be

considered full time.

- (d) "part time employee" shall mean an employee working less than twenty (20) hours per week for fifty two (52) consecutive weeks a year.
- (e) "temporary/seasonal employee" shall mean any employee retained for a fixed period of time not to exceed six (6) consecutive calendar months
- (f) "department head" shall mean the individual responsible for supervising a department's operations and activities.
- (g) "department" shall mean any department, board, or other agency of the town subject to these Policies.
- (h) "continuous service" shall mean employment uninterrupted except by authorized leaves.
- (i) "probationary service" shall mean the first six (6) months of employment.

ADMINISTRATION

Personnel Policies

These Policies shall be administrated by the Personnel Board. The Personnel Board shall meet regularly as necessary to consider such business as may be presented by Town officials, Town employees and others. At any meeting of the Personnel Board, action by a majority of those Board members present shall be binding.

Personnel Director

The Town Administrator is the Personnel Director and shall be responsible for those areas noted in the Personnel By-law as well as for other areas as directed by the Personnel Board

PERSONNEL RECORDS.

Centralized Record Keeping.

All Personnel Records held by all boards, departments, or individual persons relating to employees shall be maintained by the Personnel Director.

Contents of Records.

The Personnel Director shall maintain an individual personnel file for each employee which may include, but need not be limited to, the following:

- (a) The employment application.
- (b) A copy of all background investigation reports

- (c) A report of all personnel actions reflecting the original appointment, promotion, demotion reassignment, transfer, separation, or layoff. Results of tests, history of employment and correspondence directly related to the employee's past employment record, reclassification or change in the employee's rate of pay or position title, commendations, records of disciplinary action, employee's response to disciplinary action, training records, performance evaluation, and other records that may be pertinent to " the employee's employment record.
- (d) The personnel director may maintain for each employee a file, which may include a copy of any physical examination reports and health reports on an employee, collected by the employer; however, such files shall be maintained apart from an individual's personnel file. Any file containing physical examination reports or health reports shall be treated Confidentially and shall be labeled "Private And Confidential."


Access to Records.

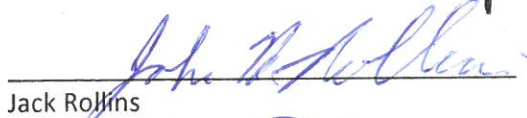
Personnel records shall be considered confidential and access to records shall, unless circumstances dictate otherwise, be limited to the Personnel Director, the employee's department head or persons authorized by the Personnel Director on a need to know basis. Any employee may upon request to the employees' appointing authority have access to review his/her personnel file and medical records file. An employee's review of his/her employment records shall be in the presence of the Personnel Director or his designee.

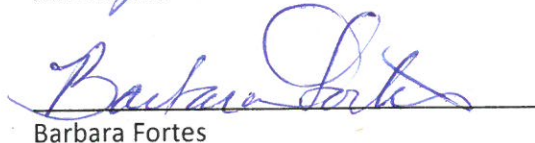
Release of Information.

Unless written authorization is received from an employee, except to verify employment, no information concerning an employee shall be released, unless dictated by law.

This policy replaces section 1.0,2.0 and 3.0 in the Personnel Manual. This policy was adopted on September 20, 2018. Effective September 21, 2018.

 9/20/18
William McConnell Date

 9/20/18
Jack Rollins Date

 9/20/18
Barbara Fortes Date